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Annual 421 Requirements - J Initiator Installation Instructions

Effective July 2003, the following two new features were available on the Annual Report Process:

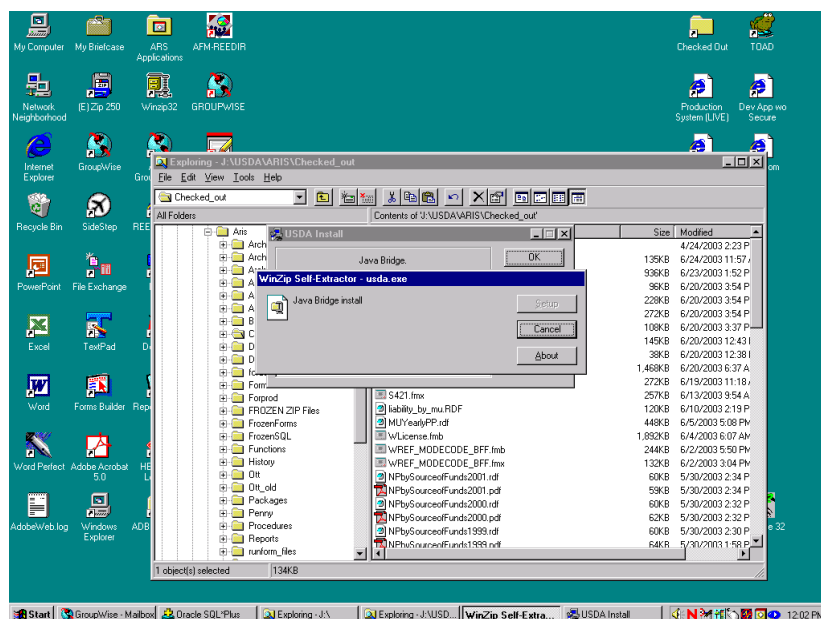
- a. The ability to load annual report questions from your PC that were created in Word. This will eliminate the need to cut and paste each question one at a time. However, this still is an option, if desired.
- b. The ability to extract a 421 from ARIS to a Word document on your PC.

For the Work Annual 421 Process to work the following program must be executed. This will load program code within the J Initiator section of your pc. If you do not run the following program, you will not be able to access the Work Annual 421 Reports, your PC may lock up and you will need to cancel the task thru task manager. The following program has been tested on Windows XP, 98, 2000, and NT. If there is a problem running "usda.exe," please contact your Area Computer Specialist. *(NOTE: If you executed the program for the FY2003 annual report cycle, you **do not** have to do it again this year).*

1. Go to <http://www.npstaff.ars.usda.gov/>
2. Within the ARIS section, select Annual 421 instructions
3. Click on the usda.exe

(NOTE: If presented with a choice: Click on Open. Do not Save the file).

When executing the above program, your screen will show several dos boxes and finish with the following screen: Click the OK on the back box to close.



You are now ready to start your Annual 421 Process.

Chapter 15E. AD-421 Annual Research Progress Reports

Preliminary Background for Project Termination

ARS research projects exist a maximum of five years (60 months) in duration. When an in-house “D” project expires, it is either replaced by a new research project and the funding is transferred to the new project, or the funding is redirected to another existing project. Once funding is transferred from the expiring project, the project is placed in expired status (“X”). To terminate these projects (“E”), the 421 Annual Report process is used. If any projects, other than “D” projects, expire throughout the year, they also are placed in expired status and terminated through the Annual Report process.

The 421 Research Progress Report is required annually. The system is only open once a year during June through September. The timeframe for Management Units to submit annual reports to the Area is mid-June through August (timeframes vary slightly depending on the respective Area).

Specific dates for the reporting year will be provided by the National Program Staff (see memo dated 6/3/04 to Area Directors).

Responsibilities:

The Headquarter’s Program Analyst (PA):

- A. Expires (places ‘X’ on) ‘D’ type projects once all funding is transferred
- B. States in Remarks: 421 annual report required to terminate project. Also identifies project number that replaced expiring project
- C. BPMS transfers the funds to an approved project (originally initiated by the MU)

The Area Program Analyst/MUs:

- A. Expires (places ‘X’ on) sibling project types T, R, S, C, G, A, M, N.
- B. States in Remarks: 421 progress report required to Terminate project.

When a project is shown in ARIS as expired (“X”), the 421 Annual Report should be entered in ARIS during the 421 open season. On the Proj Info screen, answer “Yes” to “Would you like to terminate this project?” and submit the report for approval electronically. By answering “Yes”, the project will automatically terminate the project at the end of the FY annual report cycle (approximately December/January).

For ‘D’ type projects:

- A. Status must show “X”
- B. Net to Location dollars must be \$0.

For sibling/subordinate (T, R, S, C, G, A, N, M) type projects:

- A. Status may or may not show “X”. (Once a project passes its expiration date, status should be changed accordingly).
- B. Net to Location dollars are irrelevant.
- C. All funding on S, C, or G type projects should be verified that it has been used or unobligated to be placed on a replacement project before the project is terminated.

Annual/Fiscal Progress Report exceptions:

- A. If a project has a one-year or less duration, an annual report is required.
Be sure to answer “Yes” if this is the **only and last report (in order to terminate it)**.
- B. If the project will be expiring in the first two months of the next fiscal year (October thru November 30), answer “Y” for both questions on the Proj Info screen. This will then designate the project to be terminated at the end of the current FY annual report cycle (approximately December/January). **NOTE: Please be sure that the project will not be extended before answering Yes to both questions.**

NOTE: This is called the two month grace period. If a project expires within the first two months of a fiscal year (reporting period), an annual report is not needed for that fiscal year. The previous fiscal year’s annual report (421) will be the final progress report and should be written as such. If the project is not at its five year maximum duration and there is a chance that the project is going to be extended, a “Y” **should not** be designated.

The ARIS users can provide copies of all existing 421s in ARIS to the scientist to use as a reference to write the current year annual report. The Lead Scientist is responsible (with consultation of other SY’s) for providing the information for the 421 Report.

****Change in Requirements for Subordinate Projects****
(Effective FY 2001)

Annual Reports for Subordinate CRIS Projects:

How to handle subordinate research projects has been a significant issue over the years. Departmental requirements and systems and database restrictions make it necessary for us to gather annual reports for the non-“D” research projects (e.g., specific cooperative agreements (S), grants (G), non-funded cooperative agreements (N), memorandum of understanding (M), trusts (T), and reimbursable agreements (R)). In FY 2001, the procedures changed for these projects to make the process less burdensome and more useful.

For all subordinate projects, with the exception of the designated projects in Appendix A, only Question 4D (Report of Progress) is required. All the other questions are optional. In Question 4D, a progress report of the project’s activities over the last year will be sufficient. A reference to the associated inhouse parent project **MUST** be included. While the length of Question 4D is unlimited for subordinate projects, the report should be concise.

The progress report for subordinate projects should begin by stating who the project is with (the outside organization) and what in-house project it is associated with, including project number and project title (**Example: “This report serves to document research conducted under a reimbursable agreement between ARS and the U.S. Fish and Wildlife Service. Additional details of research can be found in the report for the parent project 6225-12320-001-00D Soil Erosion Research.”**) *NOTE: It should not list specific scientists’ names.* If the report does not include an introductory sentence referencing the associated inhouse project, the annual report will be disapproved. In addition, the text of the response should state the relationship of the project to the objectives of the related in-house project.

Major accomplishments of the subordinate research projects (accomplishments which are candidates for inclusion in the National Program Annual Report, budget documents, and/or GPRA reports) should be captured and reported in the parent research project’s AD-421, with credit as appropriate to the cooperating institution.

421 - Annual Research Project Report Requirements

Research Progress Reports are required **annually** (fiscally) on **active** (status = A) projects. Reports are also required for any **expired** (status = X) projects to complete the termination process. All fiscal reports of progress on active projects should cover the period from October 1 (or start date, if a new project) to September 30 or expiration date (if earlier than September 30). The report covers all projects (D, T, R, C, S, A, G, N, M, X): in-house, trust and reimbursable agreements, CRADAs, contracts, specific cooperative agreements, general cooperative agreements, incoming/outgoing grants, non-funded cooperative agreements, memorandum of understanding, and other special projects. Each year in June, notification is sent for the fiscal reporting cycle of research progress reports to be submitted electronically to the Area. Each Area may set up their own timeframe to ensure sufficient time to review and forward to NPS by October 1.

Each year, the memo requesting Research Project Reports (AD-421) for the current fiscal year is initiated by the Associate Administrator, ARS. This memorandum begins the process of preparing the annual progress reports required for each research project. The memorandum provides guidance for preparing the report covering the **accomplishments** achieved during the fiscal year.

- For reporting, if the starting date for a project is June, the scientist should describe the research that is in progress to the extent possible, even though data may be limited. “No progress” is unacceptable. If a project begins in July or August, the annual report will be required on a case by case basis. Consult the Area Program Analyst for further guidance.
- Previously, an annual and final report were required to terminate a project. Now, due to the change in the formatting of the progress reports, the annual report for the year the project expires acts as the final report and should be written as such.

Progress reports should minimize technical jargon and be written for a well-informed, nontechnical reader. Scientists should explain their work and accomplishments in terms that average people can read and understand. It is crucial that the reports be written properly and in layman’s language.

- It is the responsibility of the Lead Scientist of the project to provide information for the research progress report(s).
- The format for the AD-421 consists of questions and publications. There are seven areas for questions and one area for scientific publications.
- The amount of lines/characters for the responses to the questions is unlimited (but unnecessarily long project reports defeat the purpose of this process). Use reasonable

discretion in deciding how much information and detail to include in the report.

List **significant publications** resulting from a project **since the previous progress report** on the AD-421.

- **The scientific publication length limitation has been lifted.** If there are no publications to enter, leave the field blank. Do not type “None” or “No Publications.”
- Do not include a publication if it is not **printed**.
“In press” or “accepted” are not allowed.
- Publications may be listed only once and in association with only one project in a management unit. However, co-authors located in other management units may also include the publication(s) in annual reports from their own management units.
- Publications must include a complete journal citation.
- ***The ARS-115 Log number must now be selected in ARIS for each publication entered. If there is no ARS-115, then the publication cannot be entered in the publication section of the 421.***
- **Once the Log number is chosen, the citation information will propagate to the 421, if the citation information is already in the selected 115. For FY 2004, the citation information cannot be modified directly in the 421. If modification is necessary, the 115 should be modified and then the new/correct information will propagate to the 421 work record.**

Scientific Publications Information:

- There must be an approved “ARS-115 Manuscript Approval” for every publication.
- There is no length limitation for publication citations.
- Do not list any publication(s) other than for the current fiscal year. If reporting for fiscal year 2004, do not list any publications with an October 2004 date or later.
- Prior year publication(s) may be listed in this fiscal year’s reporting time frame only if they were not listed in a prior reporting cycle.
- The system will now automatically check for prior year use of publications (115 log numbers). If used in a previous year, the system will not allow inclusion in the current fiscal year.
- For more information on citation format, see Chapter 5, Appendix 2 of the ARIS Online Manual.

List of AD-421 Questions

1. What major problem or issue is being resolved and how are you resolving it (summarize project aims and objectives)? How serious is the problem? What does it matter?
2. List the milestones (indicators of progress) from your Project Plan.
3. Milestones:
 - a. List the milestones that were scheduled to be addressed in FY 2004. How many milestones did you fully or substantially meet in FY 2004, and indicate which ones were not fully or substantially met, briefly explain why not, and your plans to do so.
 - b. List the milestones that you expect to address over the next 3 years (FY 2005, 2006, and 2007). What do you expect to accomplish, year by year, over the next 3 years under each milestone?
4. What were the most significant accomplishments this past year?
 - a. Single most significant accomplishment during FY 2004.
 - b. Other significant accomplishments.
 - c. Significant activities that support special target populations.
 - d. Progress report.
5. Describe the major accomplishments over the life of the project, including their predicted or actual impact.
6. What science and/or technologies have been transferred and to whom? When is the science and/or technology likely to become available to the end-user (industry, farmer, other scientists)? What are the constraints, if known, to the adoption and durability of the technology products?
7. List your most important publications in the popular press and presentations to organizations and articles written about your work.

Scientific Publications:

**** 421 Installation Instructions must be followed before entering the ARIS 421 Work Screen****

ADDING 421 in ARIS - Annual Report System

Once logged in to ARIS, from the Research Documentation screen, click on “Work” and “Annual 421 Reports” from the toolbar (fig. 1). The Annual 421 Records List screen will be displayed with a listing of all the shells for the projects within the mode code that require an annual report (fig. 2).

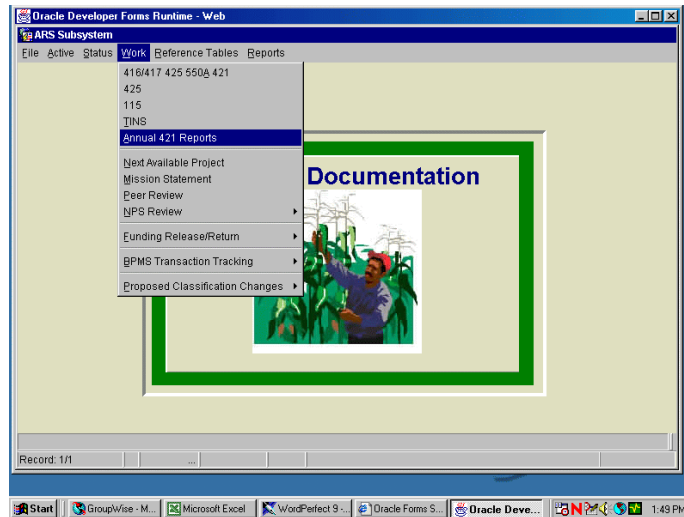


Fig. 1

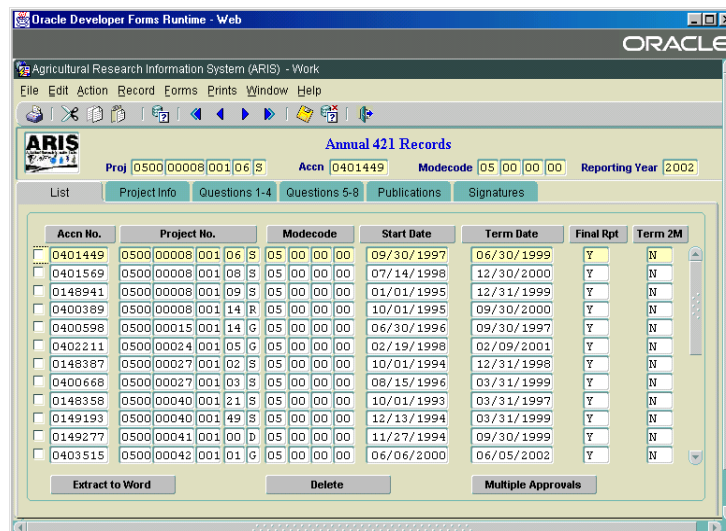


Fig. 2

From the List screen, place your cursor on the Project Number for which you wish to add a report for and click on the Proj Info tab. The Proj Info screen will be displayed (fig. 3).

The screenshot shows the 'Oracle Developer Forms Runtime - Web' window for the 'Agricultural Research Information System (ARIS) - Work'. The title bar indicates 'Annual 421 Records'. The main form has tabs for 'List', 'Project Info', 'Questions 1-4', 'Questions 5-7', 'Publications', and 'Signatures'. The 'Project Info' tab is active, displaying the following fields:

- Accn No:** 0403162
- Project:** 0500 00007 060 00 D
- Modecode:** 12 30 05 00
- Reporting Year:** 2004
- Submission Level:** RL Level 1
- Current FY:** 2004
- Start Mo/Yr:** 10 2003
- End Mo/Yr:** 09 2004
- Date Approved Prior:** (empty)
- Agreement Number:** 0 0000
- Organization:** (empty)
- User Created:** TSOCKS
- User Last Mod:** TSOCKS
- Date Created:** 06/02/2004
- Date Last Mod:** 06/02/2004

Below the form, there are two questions with dropdown menus:

- Would You Like to Terminate This Project?
- Will this Project Terminate within the first 2 Months of the Next FY. 2005 ?

A 'Load Questions' button is located below the questions. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

Fig. 3

Answer the questions: “Would You Like to Terminate This Project?” and “Will This Project Terminate Within the First 2 Months of FY 2004?” by clicking on the boxes next to each question. (See explanation of questions at the beginning of the chapter, pg. 4.)

You can add the 421 in two different ways. You can answer the 7 questions, one at a time, by copying and pasting, or you can manually type each individual question. To enter the 421 in this manner, follow instructions beginning on Page 11 (Figures 4-6).

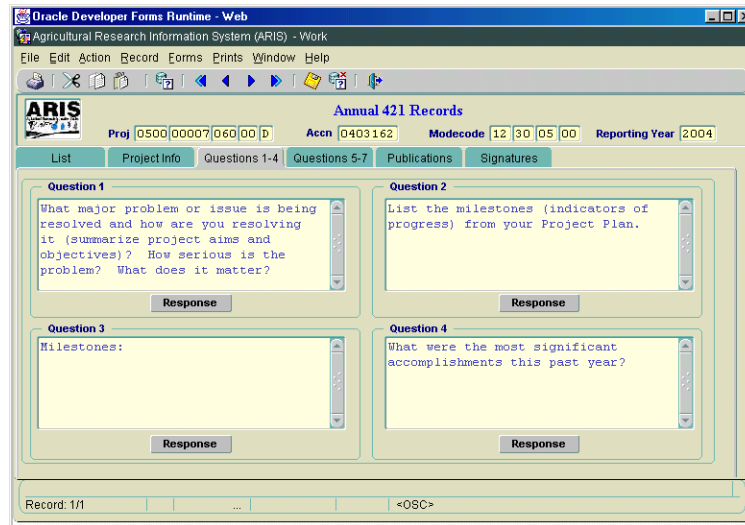
The second (NEW in FY 2003) method to enter the 421 will allow transfer one file from Word to ARIS. In order to enter the 421 in this manner, follow instructions beginning on Page 13 (Figures 7-8).

For either method, the publications are entered in the same manner. Follow instructions beginning on Page 17 (Figures 9-12).

NOTE: On the Project Info screen, two new fields have been added—Agreement Number and Organization. These two fields pertain only to subordinate projects to indicate the associated Agreement Number and Performing Institution for S, C, G, A, M, and N projects; or Source of Funds for R and T projects. These fields are generated by the system. No data entry is required. These new fields will print on the annual reports.

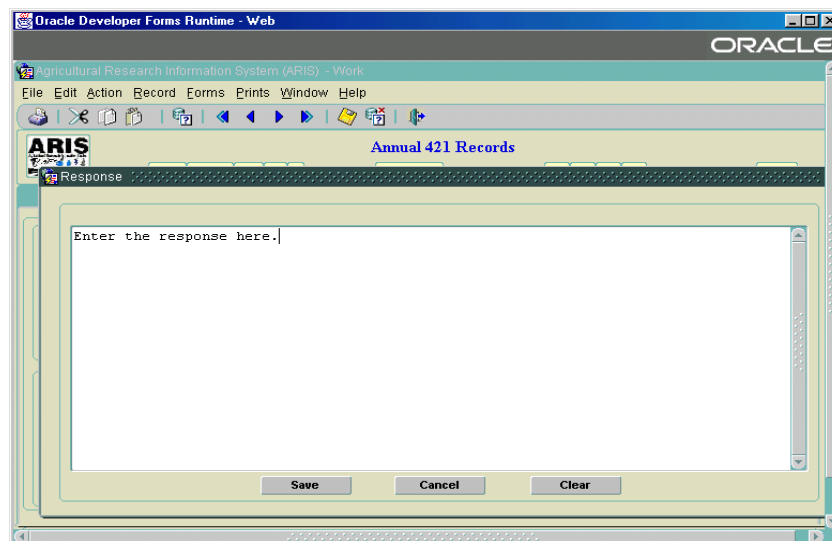
Entering the 421 Question by Question:

To enter the 421 question by question, from the Project Info screen, click on the Question 1-4 tab. On the Questions 1-4 screen, Questions 1-4 will be listed in individual boxes. To enter the response for each question, click on the Response button under each question to display a Response screen (fig. 5).



The screenshot shows the 'Oracle Developer Forms Runtime - Web' window for the 'Agricultural Research Information System (ARIS) - Work'. The title bar includes 'ARIS' and 'Annual 421 Records'. The main menu bar contains 'File', 'Edit', 'Action', 'Record', 'Forms', 'Prints', 'Window', and 'Help'. Below the menu bar, there are fields for 'Proj' (05000000706000D), 'Acqn' (0403162), 'Modcode' (12300500), and 'Reporting Year' (2004). The main area is divided into four tabs: 'List', 'Project Info', 'Questions 1-4', 'Questions 5-7', 'Publications', and 'Signatures'. The 'Questions 1-4' tab is active, displaying four questions in a 2x2 grid. Each question has a text area and a 'Response' button below it. Question 1 asks about major problems or issues. Question 2 asks for milestones from the Project Plan. Question 3 asks for milestones. Question 4 asks for significant accomplishments from the past year. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

Fig. 4



The screenshot shows the 'Oracle Developer Forms Runtime - Web' window for the 'Agricultural Research Information System (ARIS) - Work'. The title bar includes 'ORACLE' and 'Annual 421 Records'. The main menu bar contains 'File', 'Edit', 'Action', 'Record', 'Forms', 'Prints', 'Window', and 'Help'. Below the menu bar, there are fields for 'Proj' (05000000706000D), 'Acqn' (0403162), 'Modcode' (12300500), and 'Reporting Year' (2004). The main area is divided into four tabs: 'List', 'Project Info', 'Questions 1-4', 'Questions 5-7', 'Publications', and 'Signatures'. The 'Questions 1-4' tab is active, displaying a large text area for entering the response. The text area contains the placeholder text 'Enter the response here.'. Below the text area are three buttons: 'Save', 'Cancel', and 'Clear'. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

Fig. 5

The responses can be directly entered on line or copied/pasted from other sources. If copying and pasting, you must use Ctrl C to copy and Ctrl V to paste. NOTE: If the response is being pasted in, the clipboard will only hold one page (~54 lines) at a time. Therefore, if the response is more than one page, it will require multiple copy/paste actions.

Once data entry is complete for the response, click on the Save button at the bottom of the Response screen. The system will then return to the Questions screen (fig. 4). Continue adding the responses for the other questions. Once Questions 1-4 are completed, click on the Questions 5-7 tab to get to the next 4 questions (fig. 6). Complete these questions in the same manner as Questions 1-4. Once completed, click on the Publications tab and the Publications screen will be displayed (fig. 9, pg. 17). (Go to Page 17 for instruction on entry of publications).

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Window Help

ARIS

Annual 421 Records

Proj 05000000706000D Acn 0403162 Modecode 12 30 05 00 Reporting Year 2004

List Project Info Questions 1-4 Questions 5-7 Publications Signatures

Question 5

Describe the major accomplishments over the life of the project, including their predicted or actual impact.

Response

Question 6

What science and/or technologies have been transferred and to whom? When is the science and/or technology likely to become available to the end-user (industry, farmer, other scientists)? What are

Response

Question 7

List your most important publications in the popular press and presentations to organizations and articles written about your work.

Response

Record: 1/1 ... <OSC>

Fig. 6

Entering the 421 by Loading a Word File:

You now have the capability to enter the 421 by simply loading a Word file saved on your computer into ARIS.

The following instructions must be followed for the formatting of the Word file for correct importing:

- Each question must begin with: **Question 1: Question 2:**
(The word “Question” and the number of the question (1, 2, ...7) followed by a colon (:) must be entered). ARIS looks for this format in order to insert the proper response under the proper question. (*Note: Do not include the Publications section in the Word file. Only Questions 1-7 should be included.*) (See example on next page)
- “Word” software **MUST** be used.
- **Auto numbering MUST be turned off.** Specifically for Questions 3 and 4, there are multiple parts to the question (Question 3 - A and B; Question 4 - A, B, C, and D.) If auto numbering is left on, the data will not import correctly for these questions.
- The responses can directly follow the questions or can start on the next line. There are no requirements for spacing and returns.

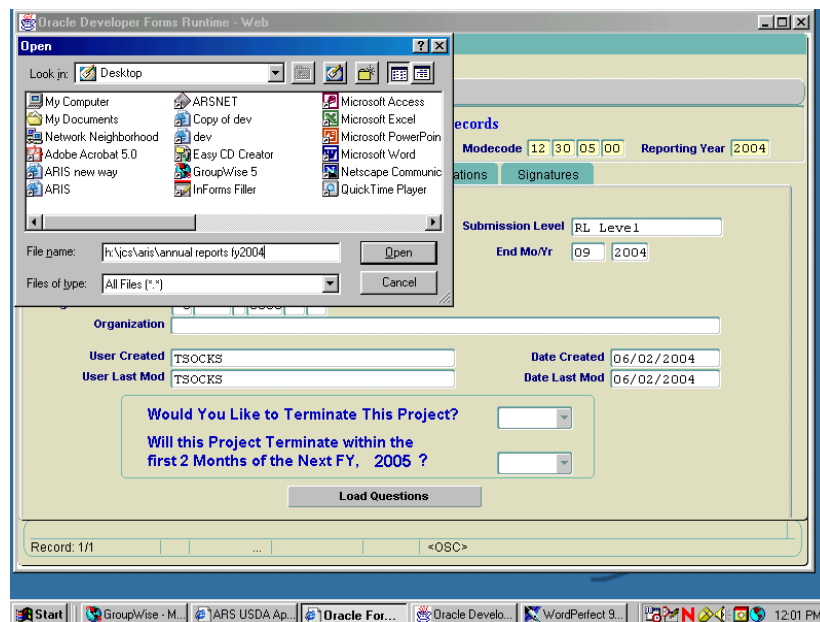


Fig. 7

Once the Word file is complete and saved on your computer, go to the List screen within the 421 system. Find the project you are entering the 421 for and highlight it by placing your cursor on it. Click on the Project Info Tab. Click on the “Load Questions” button at the bottom of the screen and a box will open on your screen (Fig. 7). Type in the file name and address. Then click on Open. (***NOTE: Before opening, the file should be completely closed in Word.***)

The system will automatically bring you back to the Project Info Screen and a message will be displayed that the “Document Processing is Complete” (fig. 8). Click on OK. Data entry of Questions 1-7 is now complete.

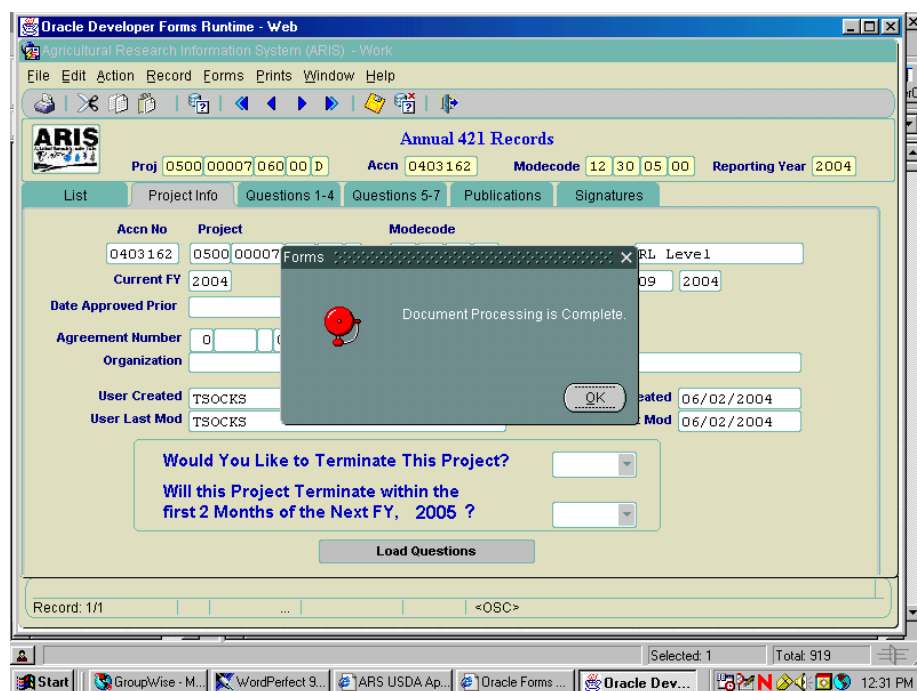


Fig. 8

Note: You may want to set up a separate directory for the annual reports and save the files in a uniform manner, such as using accession number or project number as a file name.

Once the questions have been completed, enter the publication information.

Format for Annual Report Word Document:

Question 1:

The problem with the world is.....

Question 2:

The milestones for the project.....

Question 3:

- A. List the milestones that were scheduled to be addressed in FY 2004. How many milestones did you fully or substantially meet in FY 2004 and indicate which ones were not fully or substantially met, briefly explain why not, and your plans to do so.

The milestones that were scheduled to be met in FY 2004 include.....

- B. List the milestones that you expect to address over the next 3 years (FY 2005, 2006, and 2007). What do you expect to accomplish, year by year, over the next 3 years under each milestone?

In FY 2005, we will accomplish the following milestones.....

Question 4:

- A. Single Most Significant Accomplishment during FY 2004.

Answer the question here.....

- B. Other Significant Accomplishment(s).

Answer here if necessary....

- C. Significant accomplishments/activities that support special target populations.

Answer here if there are any accomplishments....

- D. Progress Report.

Answer here.....

Question 5:

Answer here....

Question 6:

Answer here....

Question 7:
Answer here....

NOTE: Questions 3 and 4 MUST contain the actual verbiage of the questions. Type the verbiage for Question 3A and 3B, and Question 4A, B, C, and D. Only type the actual questions (do not type *Milestones:* for 3 or *What were the most significant accomplishments this past year?* for 4).

Entering Publications:

To add a publication, click on the Publications tab to display the Publication screen (fig. 9). Click on “Add Publication” button at the bottom of the screen to display the Publication Details screen (fig. 10).

The screenshot shows the 'Oracle Developer Forms Runtime - Web' window for the 'Agricultural Research Information System (ARIS) - Work'. The title bar indicates 'Annual 421 Records'. The menu bar includes File, Edit, Action, Record, Forms, Prints, Window, and Help. The toolbar contains various navigation icons. The main area has tabs for List, Project Info, Questions 1-4, Questions 5-7, Publications, and Signatures. The 'Publications' tab is active, displaying a table titled 'Scientific Publications' with columns 'No.', 'Scientific Publications', and '115 Log No.'. The table is empty. Below the table are three buttons: 'Add Publication', 'Edit/View Publication', and 'Delete Publication'. At the bottom, it shows 'Record: 1/1' and '<OSC>'.

Fig. 9

The screenshot shows the 'Oracle Developer Forms Runtime - Web' window for the 'Agricultural Research Information System (ARIS) - Work'. The title bar indicates 'Annual 421 Records'. The menu bar includes File, Edit, Action, Record, Forms, Prints, Window, and Help. The toolbar contains various navigation icons. The main area has tabs for List, Project Info, Questions 1-4, Questions 5-7, Publications, and Signatures. The 'Publications' tab is active, displaying a 'Publication Details' screen. It has input fields for 'Publication No.' and '115 Log No.' with a question mark icon next to the latter. Below the input fields are two buttons: 'Save' and 'Cancel'. At the bottom, it shows 'Record: 1/1' and '<OSC>'. The taskbar at the bottom shows the taskbar with the Start button and several open applications: chapt15eAR ty2004.wpd, Document2, AB, Insert, Pg 17, Ln 5, 31, Pos 1, 05, and a system clock showing 1:36 PM.

Fig. 10

Enter the publication number (01, 02, 03.....). This is simply a sequential number for the list of publications. Then click on the “?” next to the 115 Log number field and a “115 Log Number Reference” screen will be displayed (fig. 11).

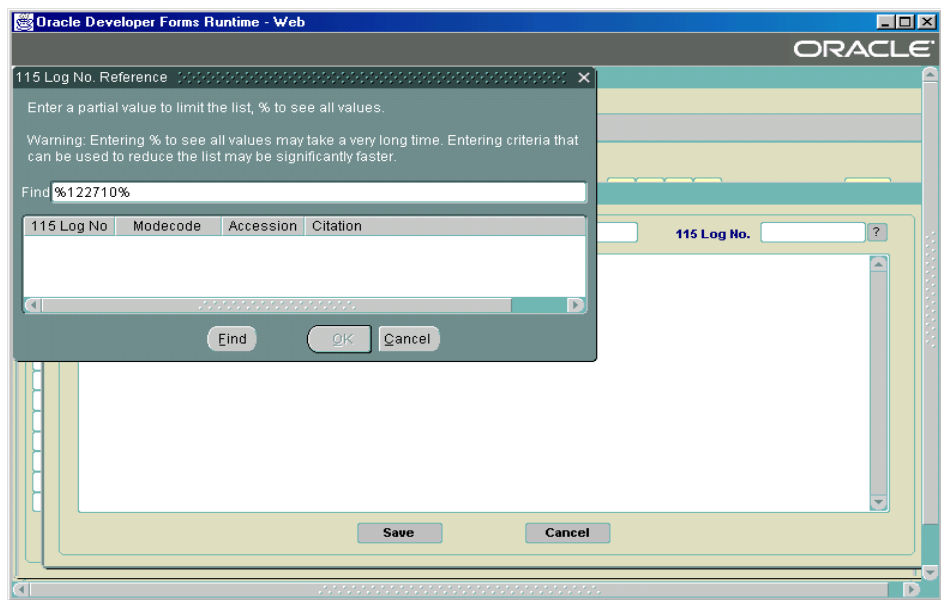


Fig. 11

Search for the appropriate 115 by entering the Log number with % before and after the number (e.g., %122710%) on the “Find” line. Once found, click OK and the system will enter the Log number, as well as the citation, into the Publication screen (fig. 12).

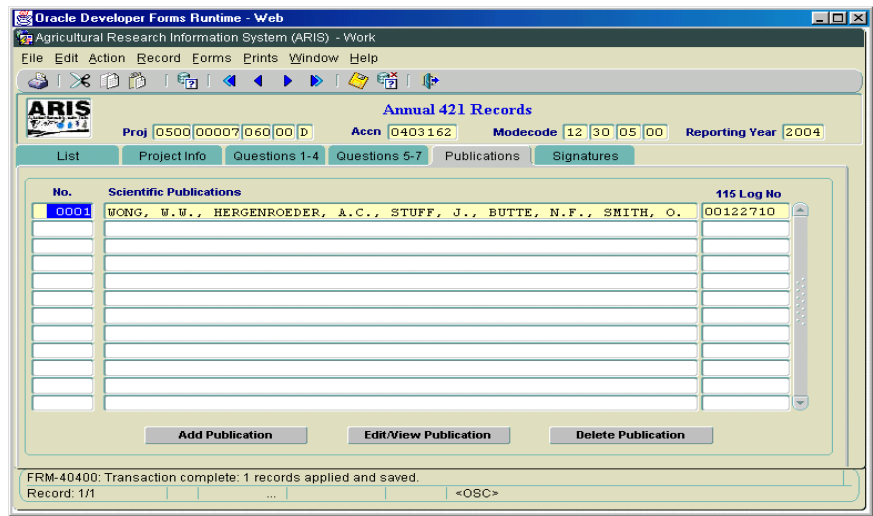


Fig. 12

Notes:

- Each Log Number can be used only once for an individual Annual Report in one Management Unit. However, the Log Number can be used in different Management Units when appropriate.
- *If the publication (Log Number) was used on a prior year annual report, the system will not allow it to be used again.*
- *If the publication citation information is incorrect, the information must be corrected on the ARS-115. Once the 115 Work record is approved, the new/correct information will automatically propagate to the 421 Work record.*

To delete a publication, highlight the publication and click on the “delete” button at the bottom of the screen.

Continue adding all the publications. Once complete, click on the List tab to go back to the List Screen.

Data entry of the 421 Annual Report is now complete.

Printing 421s

To print a 421, mark the project(s) to be printed from the List screen and click on “prints” and “AD-421” on the toolbar. Adobe Acrobat will launch and display the print file. To print, click on the printer icon, and press Enter.

Note: If a question has not been answered, the question will not print on the 421 (different from previous years). Therefore, for most subordinate projects, only Question 4 will print.

Print a Listing of 421 Shells:

To print a list of 421 shells in your Work file, go to your Work file List screen. Mark the shells to be printed. Click on “Print” and “Summary” or “Summary w/o Title.” Adobe will automatically display the print file. Click on the printer icon to print. The Summary listing will include the project number, accession number, mode code, title, start date, and termination date; the Summary listing w/o Title will include all of the above with the exception of the title.

Approving 421s

From the List screen, highlight the 421 to be approved and click on the “Signatures” tab. The Signature screen will be displayed (fig. 13). Enter the signature on the appropriate line, enter the approval date, and check if approved/disapproved. Then click on the List tab. The system will prompt you to save. Click on Yes and ARIS will return to the List screen. The approved 421 will move to the next approval level.

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Window Help

ARIS Annual 421 Records

Proj 0500 00007 060 00 D Accn 0403162 Modecode 12 30 05 00 Reporting Year 2004

List Project Info Questions 1-4 Questions 5-7 Publications Signatures

Title	Name (Last, First, MI, Suffix)	Date	Approve	Disapprove
Research Leader	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDL/DAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area Director	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
NPS Admin	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Signature

Record: 1/1 ... List of Valu... <OSC>

Fig. 13

Modifying 421s

To modify a 421 report before approving, highlight the 421 from the List screen, then click on the tab (Proj Info, Questions 1-4, Questions 5-7, or Publications) and modify the data. When modified, click on the Save button.

If an entire Response is incorrect, you can use the Clear button at the bottom of the Response page to clear the entire response. Then add the new Response. Once the modifications are complete, print and/or approve the 421 as discussed above.

NOTE: If the entire 421 needs replacement, click on the load questions button and enter the revised Word file. The new file will override the responses currently in the system.

Appendix A

Turning Off AutoFormat for Bullets, Lists, Outlines

To turn off the AutoFormat feature in Word, click on the Tools menu, and Click “AutoCorrect” (fig. 1).

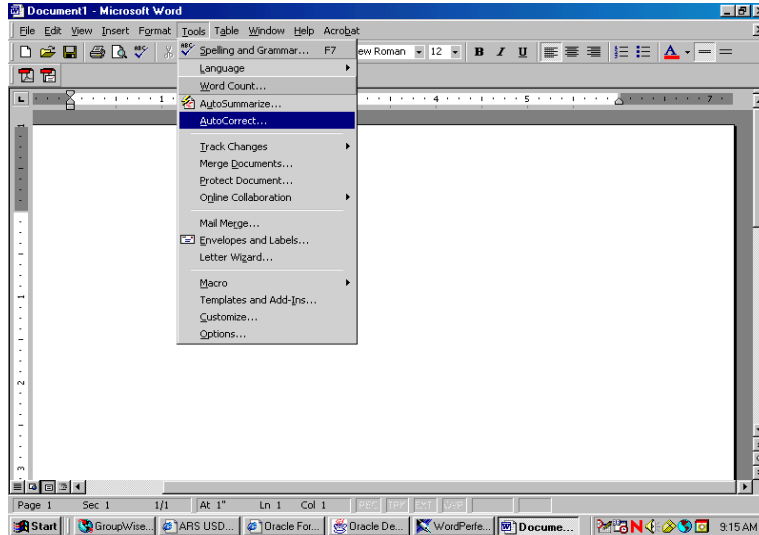


Fig. 1

This will display the AutoCorrect Dialogue Box (fig. 2).

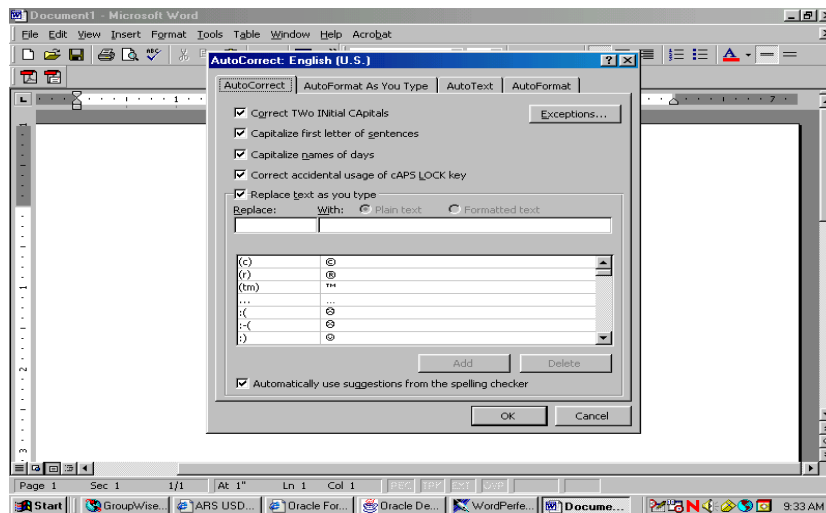


Fig. 2

Select the AutoFormat tab on the AutoCorrect Dialogue Box (fig. 3).

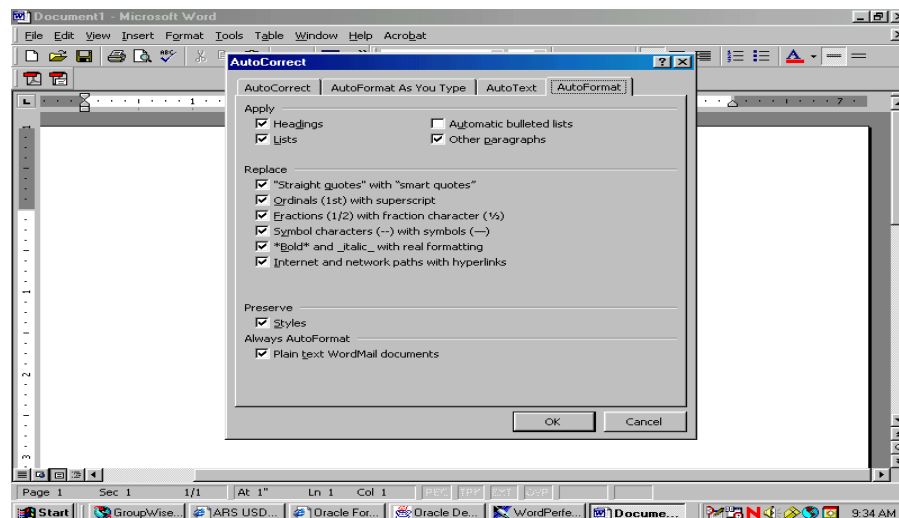


Fig. 3

Clear the checks in “Lists” and “Automatic Bulleted Lists” by clicking in each box (fig. 4).

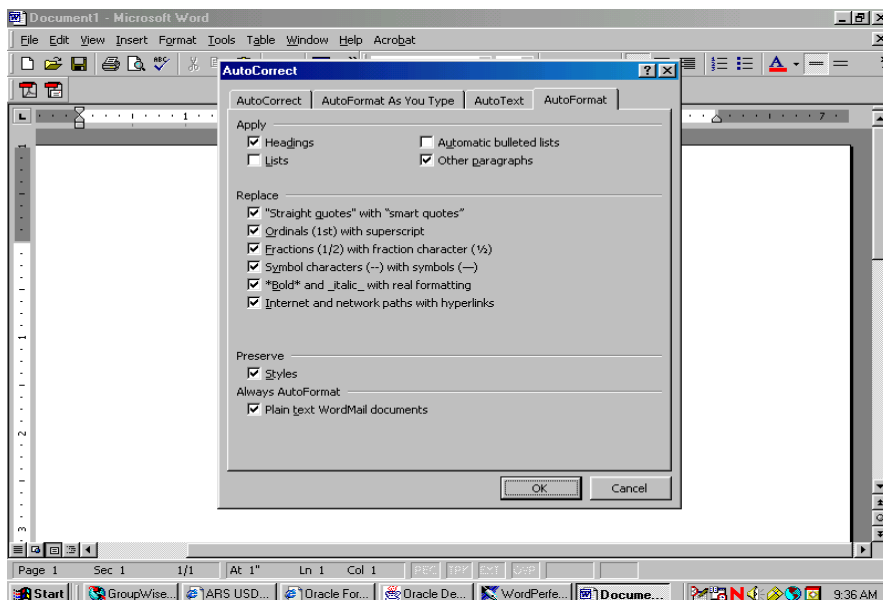


Fig. 4

Click OK and return to your document.

